



# Job Opportunity

## State Controller's Office

**Position:** Accountant Trainee - County Cost Plans Unit | **Statewide**

**Location:** Division of Accounting and Reporting  
3301 C Street, Suite 500, Sacramento, CA 95816

**Issue Date:** 06/08/07

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Sylvia Brown, 916-445-7684 (Please reference full position number when making inquiries.)

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-420-4179-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent will perform those duties necessary to process county cost plans submitted by those counties that operate a minimal number of central support departments. This position may involve travel of 30-50 percent. The incumbent, operating as a trainee, with a progression of independence over time, learns and performs the full range of duties including, but not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Perform desk review of cost allocation plans submitted by counties to ascertain compliance with standards of allowability prescribed by Federal and State rules and regulations. Approve plans as appropriate; contact counties to solve discrepancies.
- Conduct field analysis of county budgets, appropriation ledgers, revenue accounts, and other financial records to ascertain that all expenditures and abatements have been included and that allocation bases are equitable.
- Provide county with written summarization of review and analysis findings; discuss questions that have not been resolved.
- Communicate effectively with state and local government entities regarding federal guidelines and rules to resolve cost allocation plan reporting problems, or solve routine problems or discrepancies.
- Provide consultative services to local government entities and provide interpretation and clarification of federal guidelines.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**Desirable Qualifications:**

Due to the large amount of verbal and written contact with staff from local government agencies or peers within State government, the successful incumbent will have the following attributes:

- Ability to compose correspondence and follow writing rules;
- Clear and distinct communication skills whether writing or speaking;
- Ability to establish and maintain cooperative and positive working relationships with others;
- Interested in broadening education and experience;
- Ability to communicate effectively with peers and management;
- Be self-motivated;
- Ability to retain composure under stress; and,
- California drivers' license and insurance.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Accounting and Reporting  
3301 C Street, Suite 500  
Sacramento, CA 95816

Attn: Sylvia Brown

(If you are interested in this position, please write "Accountant Trainee - CCPLA" on your application in the box marked "Examination or Job Title for which you are applying for." Please use the latest SPB job application form. Applications that are not on the current form will be rejected.)